**Meeting Minutes**

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| --- | --- | --- | --- | --- |
| **Subject** | | | | |
| Game – Routine Group Meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         12/July/2016  2:00 – 3:00 pm  ·         Meeting Room | | | | |
| **Attendees** | | | **Non-Attendees** | |
| · | | | · | |
| **Chaired by** | | | |  |
| **Last meeting minutes have been reviewed** | | | | Yes/No |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** |  |  | |  |
|  |  |  | |  |
| **The next meeting will be held** | | | | Date, time & venue |
| **This minutes have been agreed by all attendees** | | | | Signed by chair |